

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 207  
NOVEMBER 22, 2011 – WORK SESSIONS**

**Public Works  
Summary Minutes**

Work Session was held between the County Commissioners and Public Works on Wednesday, November 22, 2011, at 9:00 a.m., in Room 116 Administration Building, Coupeville, WA. Present were:

**County Commissioners:** Angie Homola, Chair  
Helen Price Johnson, Member  
Kelly Emerson, Member

**Staff:** Pam Dill

**Staff Present:** Bill Oakes, Director, Devin Joslin, P.E., Connie Bowers, Steve Marx,

**Others Present:** Elaine Marlow, Budget Director, Bob Pederson, Danni Baugher, Brad VonHaden

Record Part 1 @00:20

**Parks**

**Subject/Description:** Rhododendron Park – Disc Golf Course

**Attachment:** Memorandum dated 11/10/11 & Letter dated 10/10/11 from City of Oak Harbor Parks Manager

**Action Requested:** Approval for Island County Parks Department to partner with the Whidbey Island Disc Golf Club and install an 18 Hole Disc Golf Course at Rhododendron Park. Estimated cost is \$22,000.00. The club is asking for \$10,000.00 from the County to help purchase the materials. The club will supply all maintenance and labor. (Funding will come out of Capital Improvement Projects funds.)

**Follow Up:** Discussion only, no decision was made by the Board. Bring back to December 21, 2011 work session, after the Board conducts a site visit and gathers more information.

**Roads**

**Subject/Description:** Signs in Right-of-Way Policy

**Attachment:** Memorandum dated 11/9/11 from Devin Joslin, to BOCC

**Discussion:** Bill Oakes and Bob Pederson discussed options for removing unauthorized signs within the County road right-of-way. Bob Pederson suggested using a sticker system for signs outside of the County road right-of-way to show they are permitted and have paid a fee.

**Follow Up:** The Board directed staff to continue to make an effort to contact the owner of the sign that is within the County right-of-way prior to removing it. Planning will continue working on the update of the sign ordinance.

**Subject/Description:** Annual Road Limits Resolution

**Attachment:** Draft Resolution

**Action Requested:** Approval of Resolution in the matter of Load Limitations on County Roads - The Issuance of special Motor Vehicle Permits to Use on Weight Restricted County roads and Fixing Penalties for Violations.

**Follow Up:** Okay with Board to move resolution forward to Monday's meeting.

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**Subject/Description:** AutoCAD Design Software: Reducing License & Migrating to Network License

**Attachment:** Memorandum from Joe Araucto, to BOCC dated 11/8/11; Price Quotation

**Action Requested:** Approval of 4 each AutoCAD 3-Year Subscription Renewals; 4 each AutoCAD Network License Activation Fees; 2 each AutoCAD Civil 3D 3-Year Subscription and Autodesk Gold Support; Price Quotation: \$13,947.76.

**Follow Up:** Okay with Board to move forward to Monday's meeting.

**Subject/Description:** AutoCAD Design Software: Migration to Design Suite Premium

**Attachment:** Memorandum from Joe Araucto, to BOCC dated 11/8/11; Price Quotation

**Action Requested:** Approval of 4 each Autodesk Infrastructure Design Suite Premium 2012 upgrade from current release (Migrating 4 each AutoCAD seats to 4 Suite seats); Price Quotation: \$4,784.00.

**Follow Up:** Okay with Board to move forward to Monday's meeting.

**Subject/Description:** Request to Call for Bids – Temporary Traffic Control Signs

**Attachment:** Memorandum dated 11/9/11 from Devin Joslin, to BOCC; Appendix A: Island County Bid Form

**Action Requested:** Approval of request to call for bids for purchase of temporary Traffic Control Signs; Estimated cost: \$50,000.00.

**Follow Up:** Okay with Board to move forward with bid resolution.

**Subject/Description:** Request to Call for Bids – Purchase Regulatory & Warning Signs for the County Road Safety Program

**Attachment:** Memorandum dated 11/9/11 from Devin Joslin, to BOCC

**Action Requested:** Approval of request to call for bids for purchase of Regulatory and Warning Signs for the County road Safety Program; Estimated cost: \$12,000.00 (federal grant funds)

**Follow Up:** Okay with Board to move forward with bid resolution.

**Subject/Description:** Request to Call for Bids – Purchase Regulatory & Warning Signs for the Low-Cost Run-off the Road Safety Improvements Project

**Attachment:** Memorandum dated 11/9/11 from Devin Joslin, to BOCC

**Action Requested:** Approval of request to call for bids for purchase of Regulatory and Warning Signs for the Low-Cost Run-off the Road Safety Improvements Project; Estimated cost: \$65,000.00 (federal grant funds)

**Follow Up:** Okay with Board to move forward with bid resolution.

**WSU / Extension Services  
Summary Minutes**

Work Session was held between the County Commissioners and WSU/Extension on Wednesday, November 22, 2011, at 10:20 a.m., in Room 116 Administration Building, Coupeville, WA. Present were:

**County Commissioners:** Angie Homola, Chair  
Helen Price Johnson, Member  
Kelly Emerson, Member

**Staff:** Pam Dill

**Staff Present:** Tim Lawrence, Director, Lynette Goodell

**Others Present:** Elaine Marlow, Budget Director

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Record Part 1 @01:06:39

**Subject/Description:** Interagency Agreement between WSU and Island County – Appendix “A-2”

**Attachment:** yes

**Action Requested:** Approval of Interagency Agreement between Washington State University Extension and Island County. This appendix provides for the commitment of funding support by Island County for the Chair (Department Head) and Livestock Program Assistant of WSU Island County Extension for the calendar year 2012. Amount \$25,230.00.

**Follow up:** Okay with Board to move forward to Monday’s agenda.

**Subject/Description:** Economic Development and WSU Partnership

**Attachment:** none

**Information:** Working with Commissioner Price-Johnson, Dr. Tim Lawrence is collaborating with Monica Babine, the WSU regional Broadband specialist and the Island County Economic Development Council to expand Broadband options in Island County.

**Subject/Description:** WSU Extension – Island County Cost Benefit Analysis

**Attachment:** none

**Discussion:** Tim Lawrence indicated he is continuing to move forward with the WSU Extension Cost Benefit Analysis.

**Subject/Description:** Island County Noxious Weed Control Board; staff update and board meeting summary

**Attachment:** none

**Discussion:** The Island County Noxious Weed Board met for their 4<sup>th</sup> quarter meeting and to interview the three candidates for the vacant position on the Weed Board for District IV. All three candidates met the qualifications needed to sit on the Board.

Thane Tupper, Program Coordinator, Noxious Weed Control Board, resigned last Thursday. Human Resources will be bringing forward a PAA.

**Human Resources  
Summary Minutes**

Work Session was held between the County Commissioners and Human Resources on Wednesday, November 22, 2011 at 10:45 a.m., in the Island County Annex Building, Commissioners’ Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Angie Homola, Chair  
Helen Price Johnson, Member  
Kelly Emerson, Member

**Staff:** Pam Dill

**Staff Present:** Melanie Bacon, Human Resource Director

**Others Present:** Elaine Marlow, Budget Director, Tim Lawrence, Brook Powell

Record Part 1 @01:32:40

**Subject/Description:** PAA’s

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**Attachment:** yes

**Action Requested:**

**WSU**

- Noxious Weed Coordinator – replacement position

**Juvenile Court**

- On-call UA Tech – replacement position

**Superior Court**

- On-call Bailiff – replacement position
- FJCIP Coordinator – replacement position

**Human Services**

- Administrative Assistant at the Recovery Center – replacement position

**Follow up:** Okay with Board.

**Subject/Description:** Performance review forms – BOCC Administrative Assistants

**Attachment:** yes

**Discussion:**

**Next steps:**

- Human Resources to send performance review forms to Risk Pool for comment.
- BOCC to review forms and provide comments to Human Resource Director.
- Send forms to BOCC staff for their review.

**Follow up:** Bring back to December 14, 2011 work session. Provide draft schedule for review of Department Heads.

**Subject/Description:** Administrative Services update

**Attachment:** Notes from 11/16/11 meeting

**Information:** Administrative Services Department held a meeting on November 16, 2011 to discussion ideas and concerns.

**Planning & Community Development  
Summary Minutes**

Work Session was held between the County Commissioners and the Planning Department on Wednesday, November 22, 2011, at 11:10 a.m., in Room 116 Administration Building, Coupeville, WA. Present were:

**County Commissioners:** Angie Homola, Chair  
Helen Price Johnson, Member  
Kelly Emerson, Member

**Staff:** Pam Dill

**Staff Present:** Bob Pederson, Director, Andy Griffin

**Others Present:** Elaine Marlow, Budget Director, Jeff Lauderdale

Record Part 1@01:57:51

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**Subject/Description:** Fee Discussion (cont. from 10/19/11)

**Attachments:** yes

**Discussion:** Continued review of land use and building fees for 2012.

**Follow up:** Continue discussion to December 7, 2011 work session for action at the Board's December 12, 2011 meeting.

**Subject/Description:** Review of the 2012 Work Program (cont. from 11/2/11)

**Attachment:** yes

**Discussion:** Bob will reprioritize the work program and bring back to the December 7, 2011 work session.

**Monthly Financial Reports  
From Auditor & Treasurer  
Summary Minutes**

Work Session was held between the County Commissioners and the Auditor/Treasurer on Wednesday, November 22, 2011, at 1:00 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Angie Homola, Chair                      **Staff:** Pam Dill  
                                 Helen Price Johnson, Member  
                                 Kelly Emerson, Member

**Present:** Ana María d Nunez, Treasurer, Anne LaCour, Chief Deputy Auditor

**Others Present:** Elaine Marlow, Budget Director

Record Part 2@00:20

**Subject:** Monthly Financial Report

**Attachment:** [MONTHLY FINANCIAL REPORTS BY AUDITOR AND TREASURER](#)

**Subject/Description:** WAIF Calendars

**Attachment:** none

**Action Requested:** Approval to sell calendars in the Treasurer's Office to benefit WAIF.

**Follow up:** Due to the lack of a formal policy on this issue a majority of the Board was not in favor of the request.

**Health Department  
Summary Minutes**

Work Session was held between the County Commissioners and the Health Department on Wednesday, November 22, 2011, at 1:30 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Angie Homola, Chair                      **Staff:** Pam Dill  
                                 Helen Price Johnson, Member  
                                 Kelly Emerson, Member

**Staff Present:** Keith Higman, Director, Kerry Graves, Jill Wood, Sally Waters

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 212  
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**Others Present:** Elaine Marlow, Budget Director

Record Part 1 @21:20

**Administration**

**Subject/Description:** Out of State Travel – Keith Higman

**Attachment:** Memo dated 11/22/11 from Keith Higman, to BOCC

**Action Requested:** Approval to attend the *Strengthening the Community of Practice for Public Health Improvement* Open Forum being held December 12, through December 13, 2011 in Alexandria, VA.

**Follow up:** Okay with Board.

**Environmental Health**

**Subject/Description:** Food Worker Training On-Line

**Attachment:** none

**Action Requested:** Contract with Tacoma-Pierce County Health Department to provide Island County citizen's access with an on-line Food Safety Course, testing, and the ability to obtain a food worker card on-line.

**Follow up:** Okay with Board.

**Subject/Description:** Maxwellton Grant Award

**Attachment:** none

**Information:** Jill Wood briefed the Board on successfully obtaining a \$160,000.00 grant from the Department of Ecology for water quality sampling work in the Maxwellton watershed.

**Follow up:** Contract will come back to the Board for approval in January of 2012.

**Subject/Description:** Department of Ecology – Site Hazard Assessment

**Attachment:** contract

**Action Requested:** Approval of Contract between Department of Ecology and Island County Public Health; Contract funds activities to investigate and analyze potential hazardous waste sites in Island County to protect public health and the environment; Contract # G1200167; Contract Amount: \$82,400.00.

**Follow up:** Okay with Board.

**Juvenile & Family Court Services  
Summary Minutes**

Work Session was held between the County Commissioners and the Juvenile Department on Wednesday, November 22, 2011, at 2:05 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:**      **Angie Homola, Chair**  
   **Helen Price Johnson, Member**  
   **Kelly Emerson, Member**

**Staff:** Pam Dill

**Staff Present:**    Brooke Powell, Administrator

**Others Present:** Elaine Marlow, Budget Director

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 213  
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Record Part 2@01:00:45

**Subject/Description:** Agreement for Professional Services

**Attachment:** yes

**Requested Action:** Approval of Agreement between Island County and Paul Douhan, M.S.W. to provide professional services as a Sex Offender Evaluator and Therapist for clients referred by Juvenile Court Services; Amount: Not to exceed \$4,500.00.

**Follow-up:** Okay with Board to move forward with contract.

**Subject/Description:** Agreement for Professional Services

**Attachment:** yes

**Requested Action:** Approval of Agreement between Island County and Randy P. Green, M.A. to provide professional services as a Sex Offender Evaluator and Therapist for clients referred by Juvenile Court Services; Amount: Not to exceed \$4,500.00.

**Follow-up:** Okay with Board to move forward with contract.

**Budget Director  
Summary Minutes**

Work Session was held between the County Commissioners and the Budget Director on Wednesday, November 22, 2011, at 2:10 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Angie Homola, Chair  
Helen Price Johnson, Member  
Kelly Emerson, Member

**Staff:** Pam Dill

**Staff Present:** Elaine Marlow, Budget Director

**Others Present:** Anne LaCour, Jeff Lauderdale

Record Part 2@01:02:37

**Subject/Description:** Temporary help for Elections

**Attachments:** yes

**Action Requested:** Increase Election Reserve budget by \$45,000.00. Funding will come out of the current expense contingency fund.

**Follow-up:** Okay with Board.

**Subject/Description:** Passenger-Only Ferry/Taxi Service in Saratoga Passage

**Attachments:** Letter from Port of South Whidbey

**Action Requested:** Letter of support for passenger only ferry service to connect Langley, Camano Island, Coupeville, and Oak Harbor.

**Follow-up:** Refer letter to Bill Oakes and Donna Keeler.

**Subject/Description:** Consider applicants for vacancies on the Marine Resources Committee

**Attachments:** yes

**Action Requested:** The Board considered applicants for Positions 5, 6, 8, 9, 10, 11, 13, 16 & 19 on the Marine Resource Committee.

**Follow-up:** Okay to forward recommendation to Monday's meeting.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 214  
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**Subject/Description:** Consider applicants for vacancy on the Noxious Weed Board

**Attachments:** yes

**Action Requested:** The Board considered applicants for Position #4 representing Section IV, Freeland south to the end of Whidbey Island.

**Follow-up:** Okay to forward recommendation to Monday's meeting.

**Subject/Description:** Washington Tourism Alliance membership

**Attachments:** yes

**Action Requested:** Request for Island County to join the Washington Tourism Alliance at the Basic Membership fee of \$300.00 annually.

**Follow-up:** Okay with Board.

**Subject/Description:** Committee assignments for 2012

**Attachments:** yes

**Action Requested:**

**Follow-up:** Tabled to December 7, 2011 work session.

**Chairman's Agenda**  
**Summary Minutes**

The County Commissioners met during Chairman's portion of Work Session on Wednesday, November 22, 2011, at 2:45 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA.

Present were:

**County Commissioners:** Angie Homola, Chair  
Helen Price Johnson, Member  
Kelly Emerson, Member

**Staff:** Pam Dill

**Staff Present:** Elaine Marlow, Budget Director, Chris Luerkens, Keith Higman, Donna Keeler

**Others Present:** Elaine Marlow, Don Lee, Barbara Brock, Bob Deering, Julius Budos, Jeff Lauderdale

Record Part 2@01:36:52

**Subject:** WRAC update

**Attachments:** yes

**Discussion:** Don Lee, Co-Chair Water Resource Advisory Committee, presented a summary of the efforts and accomplishments that have taken place in the county under the implementation phase of the Island County Water Resources Management Plan.

BOARD OF COUNTY COMMISSIONERS  
ISLAND COUNTY, WASHINGTON

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Angie Homola, Chair



**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 215  
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Helen Price Johnson, Member

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Kelly Emerson, Member

ATTEST:

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Elaine Marlow, Clerk of the Board